

DD/S 72-4703

MEMORANDUM FOR: **Director of Communications**
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security

SUBJECT : **Agency Branch Chief Management Course**

1. The Executive Director-Comptroller has taken an active interest in the establishment of an Agency Branch Chief level management course. In this regard, he has directed the Office of Training to develop such a course. The Director of Training has determined that a task force approach will be used in developing the Branch Chief course. [] STATINTL [] GS-14, Training Officer, has been designated to serve as Chairman of the Task Force. In turn, each Deputy Director has been asked to provide a representative on the Task Force.

2. The Task Force is scheduled to begin its work on 15 January 1973, and it is estimated that a full-time job will exist for each member for at least 90 days. A suggestion has been made that the officers serving on the Task Force should have had experience in managing an activity or be well-read in the area of management training.

3. To assist the Deputy Director for Support in selecting the Directorate representative, I would like to solicit names of candidates from your Office to assist in this worthwhile project. The names of the candidates should be sent to me no later than 29 December 1972.

Robert S. Wattles
 Assistant Deputy Director
 for Support

cc: **Director of Training**
 O/DD/S:GWO:sm (21 Dec 72)
 Rewritten:ADD/S:RSW/ms (22 Dec 72)
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